



<b>Position Title</b>	Business Analyst
<b>Reports to</b>	Director of Finance
<b>Division</b>	Window and Door Hardware
<b>Legal Entity</b>	Roto North America, Inc. (Chester, CT and Mississauga, Toronto, Canada)
<b>Functional Area</b>	Business Support
<b>Objectives</b>	Ensure the accuracy of the local cost accounting due to the worldwide standards of the Roto FTT Group. Creating the management reporting package and analyzing delta's to budgets. Provides support to the Director of Finance by performing special projects as requested
<b>Date</b>	September 2019

**Required Skills**

**Overall**

- Business Analyst for North America (USA and Canada).
- Collaborates between all local departments and the Central Controlling Department in the HQ in Germany
- Assist with the preparation of the annual operating budget and periodic forecasts.
- Prepare monthly management reporting packages including; Plant Reporting, Consolidated Sales Result, CAPEX
- Assists during the monthly and year-end closing process

**Research and Development Controlling**

- Supports the Director of Product Innovation with valuating the Product Roadmap
- Creates Return on Investment (ROI) calculations for product projects
- Controls projects and helps the department with tracking of financial records within the Stage Gate process
- Prepares financial decision documents for different Steering Boards

**Sales Controlling**

- Creates internal Sales reports based on product groups, markets and customers
- Supports the Director of Sales with margin analysis
- Creates the monthly consolidated sales result

**Manufacturing Controlling**

- Generates yearly cost run under the standard cost approach of the Roto FTT Group
- Analyzes variance reports based on the standard cost approach
- Supports the Director of Operations and both Plant Managers to optimize the production
- Creates “make of buy” profitability analysis
- Supports purchasing department with market and price analysis
- Creates monthly plant reporting and participate in the monthly meetings with HQ.



<b>Required Education</b>	<ul style="list-style-type: none"> <li>• BA in Accounting and Finance</li> <li>• BA in Analytics/IT with Business background preferred</li> </ul>
<b>Required Work Experience</b>	<ul style="list-style-type: none"> <li>• 1-3 years of Cost Accounting experience in the manufacturing industry</li> <li>• Advanced Excel skills required with the ability to prepare and understand complicated spreadsheets</li> <li>• Strong Analytical capabilities</li> <li>• Previous experience with SAP preferred</li> <li>• Strong communication and decision making skills with all levels</li> <li>• Ability to work a non-traditional work schedule</li> </ul>
<b>Required Competencies</b>	<ul style="list-style-type: none"> <li>• US GAAP</li> <li>• Cost Accounting</li> <li>• Budgeting/Forecast</li> <li>• Standard Cost/Cost Calculation</li> <li>• Business plans</li> <li>• Profitability Analysis SAP (mainly CO/FI/PP/MM/SD)</li> <li>• Advanced Skills in Microsoft Excel</li> <li>• Communication skills</li> <li>• Accountability</li> <li>• Project leading skills</li> <li>• Very Strong Analytical skills</li> <li>• Time management</li> <li>• Ability to meet tight deadlines and work on multiple topics in parallel</li> <li>• Detail oriented</li> <li>• Independent</li> <li>• Honesty &amp; Integrity</li> <li>• Dedication &amp; Commitment</li> <li>• Strong IT understanding</li> <li>• Visual Basic coding would be a plus</li> <li>• English</li> <li>• Bilingual in English and German would be a plus</li> </ul>
<b>Supervisor Responsibility</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Work Environment and Position Type/Standard Hours of Work</b>	<ul style="list-style-type: none"> <li>• Fulltime</li> </ul>
<b>Travel Requirements</b>	At least quarterly between USA & Canada and approx. 1x per year to Germany

**Roto is an Affirmative Action/Equal Opportunity Employer**